

TRIPURA**GAZETTE***Published by Authority***EXTRAORDINARY ISSUE***Agartala, Friday, September 23, 2022 A. D., Asvina 1, 1944 S. E.*

**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
DEPARTMENT OF AGRICULTURE & FARMERS' WELFARE
KRISHI BHAWAN, TRIPURA, AGARTALA**

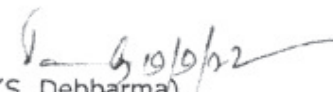
No.F.25(74)-AGRI/SARS/MOVCD/2021-22/771-813 Dated, Agartala, the 20th September, 2022.

NOTIFICATION

Approval is hereby accorded by the Council of Minister vide memorandum No.F.1(2)/GA(CAB)/2021, dated-15.09.2022 for establishment of an Organic Certification Agency in the name of **Tripura State Organic Product Certification Agency (TSOPCA)** under the Department of Agriculture and Farmers' Welfare, Tripura, for certification of organic products which are being produced by the organic growers, with the following Governing Body for carrying out the objectives of the Agency, policy making, creation of reserve fund, investment of fund, etc.

Structure	Position
i) Secretary, Agriculture and Farmers' Welfare Department, Govt. of Tripura	Chairman
ii) Director of Agriculture and Farmers' Welfare Department, Tripura	Member
iii) Director of Horticulture and Soil Conservation, Tripura	Member
iv) Director of Fishery Department, Govt. of Tripura	Member
v) Conservator of Forest, Head Quarter, Tripura	Member
vi) Director of Animal Husbandry Department, Tripura	Member
vii) Principal, College of Agriculture, Tripura	Member
viii) Principal Officer, Agriculture, TTADC	Member
ix) Joint Director, ICAR, Tripura	Member
x) Chief Executive Officer (CEO) of the organic certification agency (Joint Director of Agriculture)	Member Secretary

The detail structure of Tripura State Organic Product Certification Agency (TSOPCA) and its function are indicated at **Annexure-I**.


(S. Debbarma)
Under Secretary to the
Govt. of Tripura

Annexure-I

**STRUCTURE & FUNCTIONS
OF
TRIPURA STATE ORGANIC PRODUCT CERTIFICATION AGENCY (TSOPCA)**

1. The chief functions and responsibilities of the "Tripura State Organic Product Certification Agency (TSOPCA)" shall be as follows:-

- i. To certify organic product and handling system of-
 - a. Organic agricultural farming
 - b. Forest and wild products (non-timber)
 - c. By default organic produces
 - d. Livestock, Poultry products.
 - e. Beekeeping/Apiculture
 - f. Aquaculture production
 - g. Certification of organic processing and handling operations
- ii. To facilitate Farmers' opting for organic farming are required to be register as per guideline of NPOP.
- iii. To maintain an Internal Quality System for better implementation.
- iv. To do all activities so that the certification agency shall clearly laid down policy and procedures, to be free from vested interest or otherwise.
- v. To ensure effective implementation, Certification body shall periodically review its quality system.
- vi. To outline the procedure of each category for certifying organic production and handling system in the country and abroad as per National and International organic standards.
- vii. To certify environment friendly production of food and the preservation of natural resources, like - Promotion of improvement of the soil quality and sustainable farming practices
- viii. To promote certified organic agriculture-generic information, training and awareness programme to all certified operations in non-discrimination manner.
- ix. To provide impartial inspection and certification services.
- x. To carry out the educational programme designed to promote the practices of organic production & certification in compliance with organic standards as per NPOP.
- xi. To Grant Certificates (including scope certificate, product certificate, transaction certificate licence) whichever is applicable and maintenance of such records to verify organic production certification.
- xii. To Inspect production and handling unit as per National and International Organic Standards of each category.
- xiii. To maintain a list of organic input producers/suppliers/manufacturers approved by organic certification Agency.
- xiv. To test the sample as per NPOP guidelines (produce and processed product) from approved organic testing laboratory.
- xv. To ensure periodical inspection (announced and unannounced) so that Organic Certifications norms are not violated.
- xvi. To co-operate with the institutions, societies, associations or bodies having objects wholly, partly similar to those of the Agency.

xvii: To make a detail arrangement for the certification of specific organic programme in association with the other Organic Certification Agencies as per advice of the APEDA.

xviii. To establish and support or aid in the establishment of any institution or association calculated to assist the Agency in the conduct of its business.

2. Tripura State Organic Product Certification Agency (TSOPCA) will work under the umbrella of Department of Agriculture and Farmers welfare, Tripura, with a dedicated Staff pattern. Initially Staff from the Department of Agriculture, will be posted to TSOPCA. Structure of staff and manpower of TSOPCA is as under-



3. Details of staff/manpower-

- i. CEO/MD- 1 Nos (Joint Director rank).
- ii. Quality Manager- 1No (Deputy Director rank).
- iii. Evaluation Manager- 1No (Assistant Director rank).
- iv. Inspection Manager - 1No (Assistant Director rank).
- v. Documentation and Accounts Manager- 1No (Assistant Director rank).
- vi. Inspector- 6 Nos (AO level officer).
- vii. Accountant - 1 No.
- viii. Assistant / LDC- 2 Nos.
- ix. Supporting Staff- 8 Nos.
 - a. Data entry operator- 2 Nos.
 - b. Group-D staff- 2 Nos.
 - c. Sweeper - 2 Nos.
 - d. Watch man- 2 Nos.

4. Under Organic certification body 2-3 No Committees will be formed, i.e-

- **Technical committee**
- **Certification committee**
- **Grievance cell**

I. Members of Technical Committee:

1. CEO of Organic Certification Agency- Chairman.
2. Quality Manager- Member Secretary.
3. Joint Director of Agriculture (Research)- Member.
4. Representative from Agriculture college (two nos)-Agronomy, Plant breeding- Member.
5. Representative from Dept, of Industry and commerce- Member.
6. Representative from Marketing section under Dept, of Agriculture- Member.

(Members should be preferably Group - A gazetted)

II. Members of Certification Committee:

1. CEO- Chairman
2. Quality Manager-Convener
3. Officer from organic section- Member
4. Representative from college of Agriculture- Member

(Members should be preferably Group - A gazetted)

III. Grievance cell will directly monitor by CEO of the agency.

5. JOB DESCRIPTION

- This delineates the specificity attached to each & every person having a role in the decision making of TSOPCA.
- It is required to have clarity in discharging of duty assigned to each and fix responsibility.
- All sorts of related things like job title, classification, level of position, qualification, responsibility, accountability, chain of command are included under this & shall be as per the Quality Manual.

i. Chief Executive Officer

Joint Director ranked officer shall be the Chief Executive Officer (CEO) of TSOPCA and he shall sign agreement, lease deeds and other documents for and on behalf of the Agency. Subject to such directions that will be given by Governing Board of the Agency, the CEO shall be responsible for the proper administration of the affairs of the Agency under direction and guidance of the Board.

He shall be responsible for evaluation of certification programme and shall be responsible for approving the relevant documents. He shall handle all the matter related to disputes & complaints.

ii. Technical Committee

The Technical Committee shall be constituted to be responsible for supervision of policy implementation, review of standards, look after the training needs of the Certification Personnel, quality maintenance of the certification programme and shall give suggestions regarding promotional activities of TSOPCA.

iii. Certification Committee

The Certification Committee shall be constituted to make impartial evaluations and certification decisions and is responsible for making decisions relating to granting, maintaining, extending, suspending and withdrawing of certification.

iv. Quality Manager

- Quality Manager shall be of Deputy Director ranked officer. He shall co-ordinate the inspection & certification works and appeals, if any. He shall redress the complaints received & RTI matters expeditiously. He shall be the member convener of the Technical Committee & Certification committee.
- He shall be responsible for internal review, assist the CEO in evaluation of certification programme, advice the CEO in the matter of recruitment, job description, training, policy documentation and in the matter of charge/revision of policy & procedure of TSOPCA. In absence of the CEO, he shall act as the CEO of TSOPCA.

v. Evaluation manager

The **Evaluation manager** shall be of Assistant Director ranked officer and shall be responsible for assessment/evaluation of the outcome of inspection done by the inspector and corrective action taken report submitted by the operator. He shall document and submit the assessment report of the Quality Manager for discussion in the Certification Committee and taking decision for certification.

vi. Inspection Manager

The Inspection Manager shall be of Assistant Director ranked officer and shall act as head of the inspection. He shall be responsible for assignment of inspectors of carry out inspection for organic certification for different operators and wherever necessary shall undertake unannounced inspection apart from guiding and supervising the Inspectors. His role shall be to plan the inspection visits, guide the inspectors to carry out inspection in most efficient way out of his own long experience and receive Inspection Reports from the Inspector, document it and forward the same to the Evaluation manager for assessment.

vii. Documentation & Accounts Manager

The Documentation & Account Manager shall be of Assistant Director ranked officer and shall be in-charge of documentation and data control of TSOPCA. He shall be responsible for handling the accounts & financial matter as well. He shall also look after the kind of sales & promotional activities that is required for TSOPCA.

viii. Inspector

The Inspector deployed for inspection of Organic Products shall be of Agricultural Officer ranked officer. He must have first-hand knowledge in computer operation. He shall be responsible to perform inspections as per NPOP Guidelines, prepare audit/ inspection report and submit the same to the head of the Inspection.